

Position Announcement

Classification Title – Executive Assistant

Working Title – Attorney

Pay Grade/Salary Range - Non-Merit, Grade 00 - competitive Salary with full-time benefits

Agency - Kentucky Real Estate Commission

Work Location – 10200 Linn Station Road, Suite 201, Louisville, KY 40223

Qualifications – Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR2.112 Attorney participants in defender or legal services program. Possess knowledge of real estate license laws and regulations (KRS 324 and 201 KAR Chapter 11). Has sufficient legal experience which would assume the knowledge, skills, and abilities to accomplish agency objectives. Possess excellent oral and written communication skills.

General Description Overview – Provides legal analysis and advice regarding pending and proposed legal matters. Assist in the preparation of case files, agency legal information and reports. Represents agency in legal matters, including: filing of disciplinary actions; drafting complaints, negotiating settlements, conducting mediations, assisting with court proceedings and administrative hearings; reviewing legal documents; conducting legal research; drafting of legislation and regulations; etc. Provide administrative and supervisory responsibilities within the legal department.

Applicant Procedure – Send letter of interest which includes the following: addressing the qualifications and responsibilities of the position; stating any minimum salary or employee benefits requirements; and applicant's availability timeline. Provide a resume which includes: applicant contact information, educational background, employment history, legal experience, professional affiliations, and community service. Provide a minimum of three professional references with specific contact information.

Send Application Information to:

Executive Director
Kentucky Real Estate Commission
10200 Linn Station Road, Suite 201
Louisville, KY 40223
(502)429-7250 telephone
(502)429-7246 fax
www.krec.ky.gov